



## **1400 APPEARANCE STANDARDS** [CALEA 41.3.4, Entire Chapter]

Rules of dress and appearance create a standard for sworn and non-sworn personnel. These rules are established to present to the public police personnel who are clean and neatly groomed, to instill a degree of personal discipline among members, to assure easy recognition of officers in the field, and to ensure that clothing and hair styles will not be a detriment to officer safety or job performance. All requests for deviation from standards shall be routed through the requestor's chain of command to the Uniform Review Committee, which is chaired by the Deputy Chief. No issued or authorized purchase item may be modified in any way without authorization as described above.

Members shall refer to the Department's *Dress and Personal Appearance Manual* for illustrations and specific guidelines on applying these rules. This manual is reviewed annually by the Administrative Support Division and is published on the Intranet under General Orders/Manuals. Supervisors shall ensure that their personnel project a professional image in accordance with these guidelines.

This chapter lists minimum grooming and appearance standards; however, any grooming practice that, while not addressed specifically in these standards, would detract from the performance of the member's duties is prohibited.

### **1410 GENERAL APPEARANCE POLICIES** [CALEA 26.1.1]

#### **1411 General Policy** [CALEA 26.1.1]

##### **1411.1 Grooming and Hygiene**

Unless expressly authorized, all on-duty Department employees shall be well groomed and clean. Hairstyles shall be worn that meet Department standards and fingernails shall be neatly trimmed. Poor personal hygiene that is offensive to others will not be tolerated.

##### **1411.2 Body Piercing**

All members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through clothing) while on duty. Exceptions to this policy are as follows:

- Non-Sworn - Female members are authorized to wear earrings through the ears that present a professional image and do not constitute a potential safety hazard. When in uniform, non-sworn members shall comply with the appearance standards of sworn members (*General Order 1420*).
- Sworn- On-duty female members are authorized to wear one (1) small spherical, conservative, diamond, gold, white pearl, or silver pierced, or clip earrings per ear and the earring worn in each ear must match. Excluding the connecting band on clip earrings, earrings should fit tightly without extending below the earlobe.

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- Male officers while working in undercover assignments are authorized earrings through the ears that do not constitute a potential safety hazard. Otherwise, on-duty male members in uniform are precluded from wearing earrings.

**1411.3 Tattoos and Brands**

All members are prohibited from exposing tattoos or brands anywhere on the body that are obscene or that advocate sexual, racial, or religious discrimination while on duty. Excessive tattoos/brands shall not be exposed or visible through clothing while on-duty with the exception of officers in undercover assignments. Excessive is defined as any tattoo or brand that exceeds one third (1/3) of the exposed body part and those above the collarbone that are readily visible when wearing open collar clothing. Tattoos or brands on the legs shall not be visible while on-duty with the following exceptions:

- While in civilian attire, visible tattoos on the legs may not extend more than 6 inches above the center of the anklebone.
- Tattoos on the legs may be visible for on-duty officers in undercover assignments.

**1411.4 Deviations from Standards: Authorization**

With the approval of the Uniform Review Committee, units may establish written standards that deviate from the standards set forth in this chapter. Members assigned to the units shall follow the standards of the unit to which they are assigned. Units are not authorized to create their own uniforms, uniform patches, logos or other related items or otherwise modify any uniform item without express permission of the Uniform Review Committee.

Supervisors of members on special assignment may require their personnel to deviate from the standards in this chapter when such deviation is necessary for the performance of the assignment.

Evaluation of proposed new uniform items shall be conducted through the Administrative Support Division. The Chief of Police will be the final authority in determining acceptable appearance and uniform standards.

**1411.5 Violation of Standards**

In addition to any disciplinary sanction to which the employee is subject for violating *General Orders*, a supervisor may order an employee in violation of dress standards to change to appropriate attire.

"Casual" or "dress down days" are not permitted. Members having, or potentially having, contact with the public shall conform to the appearance policies in *General Orders*.

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**1411.6 Applicability**

For the purposes of this chapter, appearance standards set forth for "sworn personnel" or "uniformed members" shall also be deemed to apply to Marshals, Reserve Police Officers, Community Service Officers and others who wear similar uniforms, for example Crime Scene Specialist.

**1412 Appearance Standards: Non-Sworn Personnel**

**1412.1 Plainclothes Attire**

All non-sworn employees are expected to dress in clothing that is neat, clean, not torn, and suitable for a business office. Some items of clothing (to include footwear) are not acceptable, either because of their unprofessional appearance or because they are considered to be a safety hazard. Examples of these are floor length dresses or skirts, rubber thongs, tennis shoes, T-shirts with pictures or sayings, shorts, halter tops or tube tops, hiking boots, hip-huggers, see-through blouses, or leotards.

Jeans may be worn between the hours of 1700-0800, and on weekends and holidays. Tie-dyed jeans, patchwork jeans, jeans with ragged hems, or jeans that are excessively worn (such as faded knees or seats) will not be permitted at any time.

Conforming jeans will be permissible during business hours during Rodeo Week, from the Sunday preceding the Tucson Rodeo through the closing date. Western dress clothing that conforms to the code is permissible at all times.

These standards will apply to all on-duty non-sworn employees regardless of shift, day of week, or office location.

**1412.2 Uniform Attire**

Certain units may require or allow non-sworn employees to wear a uniform, subject to approval by the Chief of Police. Such uniform standards, once established, shall be followed by the employees assigned to those units. When in a uniform, non-sworn personnel shall comply with the standards for sworn members in uniform (*General Orders* 1420).

**1412.3 Non-Sworn Hair Standards**

Hair shall at all times be clean, neatly combed, and trimmed in order to present a neat appearance. If members choose to color their hair, natural hair colors shall be used. Hair for male employees shall not extend below the collar of the shirt when standing in a normal upright posture.

**1412.4 Non-Sworn Facial Hair**

Facial hair shall be neatly trimmed, clean, and not excessively heavy or bushy.

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**1412.5 Non-Sworn Jewelry**

Items of personal jewelry in good taste may be worn in conjunction with the member's attire. In all cases, items of personal jewelry will be prohibited if they detract from the effectiveness or professional appearance of the member.

**1413 Appearance Standards: Sworn Personnel**

**1413.1 Hair Standards**

**A. General**

Hair shall at all times be clean, neatly combed, and trimmed in order to present a neat appearance. If members choose to color their hair, natural hair colors shall be used.

**B. Male Officers**

On duty uniformed and non-uniformed male officers may wear their hair in contemporary styles to present a professional image, but no lower than the top of the shirt collar at the back of the neck and the top of the ear at the sides when the employee is standing with head in a normal posture. Hair will not exceed two (2) inches in bulk, regardless of length.

**C. Female Officers**

▪ **Uniform Attire-**

On duty uniformed female officers may wear their hair in contemporary styles to present a professional appearance. Hair shall not extend below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Hair shall not exceed 3 inches in bulk or prevent proper wear of headgear.

On-duty uniformed female officers wishing to have their hair longer than that described above shall secure their hair in a safe and neat manner above the collar in a conservative fashion. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color (or navy blue or black in color) are permitted to keep hair in place. When worn, bangs shall not extend lower than the top of the eyebrows and shall not be visible when wearing headgear. Hair shall not include hair ornaments such as ribbons or jeweled pins. Ponytails or other similar hairstyles shall not be permitted.

▪ **Plainclothes Attire**

On duty non-uniformed female officers shall maintain their hair so as to present a neat appearance consistent with their job assignment. Individual duties and corresponding safety needs shall be a factor taken into consideration. When appropriate, hair standards outlined above for on duty uniformed female officers shall be utilized.

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**D. Wigs/ Hairpieces**

Wigs and hairpieces shall not be worn unless they conform to the standards for natural hair.

**E. Sideburns**

Sideburns shall be neatly trimmed, not excessively heavy or bushy, and tapered in the same manner as the haircut. They will be straight and of even width (not flared) and end in a clean-shaven horizontal line. Sideburns shall not extend below the lowest part of the exterior ear opening.

**1413.2 Facial Hair**

**A. Mustaches**

Mustaches shall be neatly trimmed and shall not extend more than one-quarter inch below the corner of the mouth. Mustaches may not obscure the upper lip, nor extend to the side more than one-half inch beyond the corners of the mouth.

**B. Beards**

With the exception of mustaches and sideburns, and unless expressly authorized, officers shall be clean-shaven. Beards and other facial hair (e.g. "soul patches") are not permitted.

**1413.3 Jewelry / Adornment [CALEA 41.3.4]**

**A. Uniform Attire**

Items of personal jewelry in good taste may be worn in conjunction with the uniform. Generally, this is limited to wristwatches, wedding bands, or other simple rings. Specifically prohibited are chokers, brooches, multiple earrings or other items of jewelry that detract from the uniform or constitute a potential safety hazard. If rings are worn, members are permitted to wear a maximum of three. (Exception: Wedding sets worn on the same finger count as one ring.) Necklaces that do not present a safety hazard and can be concealed under the clothing may be worn.

**B. Plainclothes Attire**

Items of personal jewelry in good taste may be worn in conjunction with the member's attire. In all cases, items of personal jewelry will be prohibited if they detract from the effectiveness of the officer, do not present a professional appearance, or constitute a potential safety hazard.

**C. Nail Polish**

On-duty female members are permitted to wear nail polish that is conservative, a single color and in good taste. On-duty male members shall not wear colored nail polish.

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**1413.4 Eyeglasses** [CALEA 41.3.4]

Eyeglasses, including sunglasses, shall be conservative in style. In all cases, eyeglasses that detract from the professional appearance of an officer are prohibited. Eyeglass or sunglass neck cords shall be conservative in style and color and without commercial logos.

**1414 Plainclothes Officers** [CALEA 41.3.4]

**1414.1 General**

Officers engaging in duty related functions when not in uniform shall wear clothes that are conservative in style and in good taste. Officers shall dress in a manner that is appropriate for a business professional and does not detract from the officer's professional appearance or effectiveness. The following standards will serve as a guideline for sworn members attired for plainclothes assignments.

**1414.2 Hats**

Hats in good taste may be worn. Baseball style hats are prohibited, except that the standard official police baseball style cap may be worn during inclement weather or for identification purposes at major crime scenes.

**1414.3 Leather Items and Carrying Systems**

All leather items shall be of plain leather and of the same basic color, black or brown. Carrying systems may be either leather or ballistic nylon in black or brown. The trouser belt shall be wide enough to support the officer's weapon and equipment comfortably.

**1414.4 Ties**

Plainclothes officers must wear neckties when they are wearing long sleeve dress shirts, suit coats, sport coats, or sweaters. Unless appearing in court, short sleeve shirts may be worn without a necktie and the collar unbuttoned. Bolo ties shall not be worn.

**1414.5 Shirts**

The shirt is to be of conservative colors, with the neck collar specifically designed for the wearing of a necktie. The shirt must button in front from throat to bottom. Polo style knit shirts may be worn only as specifically approved by the Chief of Police. See *General Order 1414.6*.

**1414.6 Pullover (Polo) Shirts**

Authorized pullover (polo) shirts are approved for wear only during business hours (0700-1800) from April 1 through October 31, except as otherwise permitted for certain special assignments and off-duty call-outs. Types and styles of authorized shirts are described in the *Dress and Personal Appearance Manual*.

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The approved pullover shirt shall not be worn to court or administrative proceedings, or meetings and other events where casual attire would be inappropriate or formal business attire would be expected. With the exception of personnel assigned to undercover or surveillance assignments, approved wear other than the pullover shirt during normal business hours shall conform to current rules for plainclothes officers or the regular uniform.

**1414.7 Shoes**

Only shoes of an inconspicuous color and design may be worn. Shoes must be of a functional design that will allow the member to safely conduct any necessary police action that may arise.

**1414.8 Trousers**

Trousers shall be suit pants, dress or casual ("Dockers"-style) slacks only. Trousers shall not have patch-style pockets; that is, pockets that have been sewn externally to the main body of the fabric. Examples of trousers with patch-style pockets are the traditional Levi's and denim-type pants.

**1414.9 Special Assignment Attire**

Officers in a special assignment shall adhere to the standards for their respective units as set forth in the Department's *Dress and Personal Appearance Manual*.

**1414.10 Training Attire**

The Commander of the Training Division or Bureau Commanders may specify the level of appropriate attire for members attending in-service or other training at the Southern Arizona Law Enforcement Training Center. Members attending training at other sites or locations are expected to dress professionally and in a manner suitable to the type of training being offered. In general, for classroom training the authorized attire shall conform to the standards for plainclothes dress.

**1414.11 Court Attire**

Trousers and a long or short sleeved shirt or dresses appropriate to a business professional shall be worn. Male officers shall wear an approved tie when testifying at a court proceeding.

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**1415 Required Duty Items** [CALEA 41.3.4]

**1415.1 General** [CALEA 41.3.5]

In addition to any other authorized equipment necessary for the proper performance of their duties, officers shall carry the following:

- Badge [All]
- Authorized firearm and ammunition [All]
- Body Armor
- Department identification card [All]
- Arizona driver's license [All]
- Notebook and pen [Uniformed Members]
- Rights card [Uniformed Members]
- Handcuffs and key [Uniformed Members]
- O.C. Spray (Uniformed Members)
- Impact Weapon (Uniformed Members)
- Issue duty belt ("web gear"/"Sam Browne") or equivalent [Uniformed Members]
- Department reporting forms and appropriate citations [Uniformed Members]

**1415.2 Off Duty Officers**

Except when engaged in sports or activities that would make it impractical or socially unacceptable, or when outside the City of Tucson, officers shall carry the following:

- Badge
- Authorized firearm and ammunition
- Department identification card
- Arizona driver's license

**1415.3 Call Out Attire**

Members called out to after-hours incidents or events shall dress in a neat and professional manner consistent with normal plainclothes standards. Bureaus whose members are subject to call out shall provide specific guidelines on approved attire to their personnel. Personnel called out for after-hours matters are considered on duty and are subject to the other provisions of this chapter for equipment requirements. Refer to the *Dress and Personal Appearance Manual* for additional details on specific attire, including jackets and tactical vests.

**1415.4 Special Duty**

Members engaged in law enforcement-related Special Duty or secondary employment shall wear attire appropriate to the job function and have the required equipment associated with that function immediately present.





## **1420 UNIFORM POLICIES** [CALEA 41.3.4, 26.1.1]

Specific illustrations and guidelines for how to wear police uniforms, as well as a listing of current uniform specifications and options is available to all members in the *Dress and Personal Appearance Manual* published annually by the Administrative Support Division. This section provides policy guidelines for all affected members.

### **1421 General**

Only those uniform and equipment items that have been issued or approved are authorized for use. Members will only have assigned to them uniform or equipment items required for their assignment and/or rank. When changing from one assignment and/or rank to another, members are responsible for turning in or exchanging uniform or equipment items as needed, including keys, badges and identification cards. While on duty, officers shall carry, or have in their immediate possession, those authorized uniform and equipment items necessary for the proper performance of their duties.

#### **1421.1 Loaning Equipment Prohibited**

Members shall not loan any part of their equipment, uniform, or official police credentials to anyone without the permission of their Commander.

#### **1421.2 Uniform Maintenance**

All officers of the Department shall, regardless of assignment, maintain a regulation uniform in serviceable condition, subject to inspection at any time.

#### **1421.3 Prohibited Uniform Usage**

The following considerations apply to members wearing a Department uniform:

- No insignia other than those authorized by Department uniform regulations shall be worn on the police uniform.
- Members are permitted to wear the uniform while off duty only when going to and from work, and during authorized Special Duty employment or volunteer assignment involving police activity.
- No member shall wear a Department uniform while under suspension.
- Wearing a recognizable uniform part with civilian clothing is prohibited when in contact with the public except as otherwise provided for in the *Dress and Personal Appearance Manual*.

#### **1421.4 Uniform Condition**

Uniforms shall be clean and neatly pressed. Equipment shall be clean. Shoes and other leather accessories shall be polished. All uniform leather items worn by an officer shall be of the same style leather.

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Articles of the uniform that require a patch or repair shall not be worn unless the patch or repair is small and inconspicuous.

Buttons on pockets, sleeves, and shirt fronts of all uniform items shall be buttoned with the exception of the collar button on a short sleeve shirt or long sleeve shirt when worn without a tie.

**1421.5 Special Event Uniform Standards**

For certain events, such as police funerals or memorial services, the Chief of Police or his designee may specify a uniform style to be worn. All members in uniform attending such functions shall be in compliance with the announced uniform specification.

**1422 Inspections** [CALEA 53.1.1 a-e]

**1422.1 Uniform Inspection**

Supervisory personnel shall inspect uniforms when members report for their duty assignments or whenever appropriate.

**1422.2 Equipment Inspection**

Employees may be assigned Department owned vehicles, computers, lockers, desks, cabinets, or other property for the mutual convenience of the Department and its personnel. Such property, including locked lockers, is subject to entry and inspection by an authorized Department agent at any time and without notice, even if the employee has secured the property with a personally owned lock.

**1422.3 Weapon Inspections- General**

Supervisors are responsible for periodically inspecting the condition and status of the weapons carried by their subordinates. Supervisors shall ensure that officers carry clean, charged and fully loaded (including all magazines or speed loaders) firearms while on duty. These inspections, which shall be documented by the supervisor, shall occur not less than annually. In addition, members' firearms shall be inspected during annual detailing as provided by the Department Armorer or designee.

**1422.4 Weapons Inspections for Bicycle and Motor Officers**

Duty firearms being carried by officers assigned to motor and bicycle units are prone to problems associated with exposure to the elements and shall be inspected by their supervisors on a monthly basis. PPR entries or other appropriate means shall document the inspections. Records of inspections shall also be maintained at the division level.

Twice annually, the Armory will contact the affected divisions to arrange the semi-annual detail inspection and cleaning of duty weapons by the Department's Armorer. It will be the responsibility of each motor or bike squad supervisor to make sure that officers comply with this policy by contacting the Department Armorer and making arrangements

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to have the duty firearm inspected and cleaned. The Training Center will be responsible for maintaining records of these semi-annual inspections.

In the event of a new officer or supervisor being assigned to an affected detail, it is the responsibility of that division to advise him/her of the weapon inspection policy.

**1423 Authorized Uniform and Equipment Items** [CALEA 41.3.4]

**1423.1 Special Assignment Uniform and Equipment Items**

Officers assigned to special assignments that require unique items of equipment will be issued the property through Police Supply. Upon leaving the special assignment, officers are required to return the specialty equipment or uniform items to Police Supply. The Administrative Support Division is responsible for maintaining a list of all specialty equipment or uniform items authorized for special assignments.

**1423.2 Specifications for Uniform and Equipment Items**

The Administrative Support Division shall be responsible for publishing and reviewing on an annual basis the uniform and equipment standards and specifications for the Department. This information shall be updated in the *Dress and Personal Appearance Manual*. All members are responsible for possessing and utilizing uniforms and equipment items in keeping with published standards and policy.

**1423.3 Headgear**

**A. Helmet**

The issued safety helmet shall be with officers and sergeants on patrol and readily available. The helmet shall be worn at the discretion of the officer or on calls that dictate the wearing of the helmet. The chinstrap will be secured at the discretion of the officer. Motorcycle and bicycle officers shall have the chinstrap on their respective safety helmets secured while riding their motorcycles or bicycles.

**B. "Baseball" Style Cap**

The optional "baseball" style cap may be worn during the performance of uniformed police duties. The "baseball" cap shall not be worn as part of the formal uniform for funerals or other specified events, nor shall it be worn during the nighttime except during cold or inclement weather or for identification purposes at major crime scenes. The "baseball" cap shall not be worn indoors or while driving a police vehicle. The style of the authorized cap shall be found in the *Dress and Personal Appearance Manual*, and shall not be altered in any manner (e.g. adding pins, assignment, rank, etc.).

**C. 8-Point Hat**

The issued 8-point hat is the standard headgear for sworn members. Styles and situations for wear will be outlined in the *Dress and Personal Appearance Manual*.

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**1423.4 Gloves** [CALEA 41.3.4]

Gloves may be worn during the performance of police duties. The use of gloves is limited to those that do not hamper the flexibility of the fingers or the ability to perform police duties. Prohibited, unless specifically approved for a member based on their assignment, are gloves with reinforced knuckles (e.g., carbon, lead, or other similar materials) designed to harden the area of the knuckles.

**1423.5 Pagers**

Members in uniform shall carry their assigned pagers as directed by procedure. Pagers shall be carried either on the utility belt, in a holder on the belt or in a pocket. Pagers shall not be carried on or clipped to any part of the uniform shirt (e.g., epaulets, pocket flaps, etc.). Additionally, officers are reminded of the safety issue of having the audible alert active while wearing the pager on duty.

**1423.6 Portable Radios**

Portable, hand-held Department radios shall be carried by uniform personnel in a safe manner. Radios shall not be clipped to the uniform shirt or jacket epaulet.

**1423.7 Identification Lanyard**

Each employee will be issued a blue "Tucson Police Department" lanyard for displaying the official identification card while at police facilities or at crime scenes. This is the only lanyard type and style authorized for use.

**1423.8 Nameplate Required**

Members in uniform shall wear and display an authorized nameplate or tag as appropriate to their uniform.

**1423.9 Reflective Vest** [CALEA 61.3.2 g]

Members will be issued reflective vests. Members shall wear a reflective vest when conducting police business in or near the roadway when the duration of the business is expected to be longer than that of a normal traffic stop. Members shall also wear the reflective vest as required by a supervisor for specific functions (e.g. warrant service, mobile field force). Reflective vests shall be immediately available for use while the member is on-duty or working any Special Duty assignment.

**1423.10 Tactical Vest** [CALEA 41.3.4]

All Commanders and members in certain assignments will be issued a tactical vest marked "Police". These vests, which replace the "raid jackets" formerly issued, will be worn at scenes of police incidents by members in plainclothes as appropriate, as ordered, or as specified in the *Dress and Personal Appearance Manual*. Ballistic panels may be inserted in these vests at the member's discretion.

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**1424 Uniform and Insignia**

The Administrative Support Division is responsible for publishing and reviewing on an annual basis the uniform and insignia standards for each rank or assignment in the Police Department. These standards, published in the *Dress and Personal Appearance Manual*, shall include a description of the proper means of wearing the uniform and displaying insignias of rank. Members are responsible for being knowledgeable of, and complying with, the standards established for their rank and/or assignment at all times. Individual unit or assignment uniforms or uniform items may not be worn or used without express permission of the Chief of Police.

**1425 Authorized Uniform Pins**

The Department issues and/or permits the wearing of certain medals and pins on the police uniform. For a list of currently authorized items and the proper means of wearing them, refer to the *Dress and Personal Appearance Manual*. Only those pins listed in the manual are authorized for wear and only in the manner described.

**1426 Body Armor** [CALEA 41.3.5]

**1426.1 Requirement to Obtain and Maintain Personal Body Armor**

All sworn members, including Reserve Officers, shall obtain and maintain personal body armor. All personal body armor shall:

- Be suitable for concealed use with the standard police uniform.
- Be at least a Threat Level IIA and meet the standards published by the National Institute of Justice (NIJ)
- Be serviceable in accordance with manufacturer and industry standards.

This policy has a delayed effective date of January 1, 2013 for personnel who have not received a vest through either the Tucson Police Foundation Vest Program or the Department of Justice Vest Grant.

**1426.2 Required Wear of Personal Body Armor** [CALEA 41.3.5]

Personnel working in a uniform assignment, including SWAT and special duty, shall wear a ballistic vest during their duty period. Personnel assigned primarily to administrative or ceremonial duty are exempt from mandatory wear, but shall have their ballistic vest immediately accessible.

All other commissioned personnel shall have a ballistic vest in their possession or immediately accessible to them while on duty.

The vest may be worn in an approved outer vest carrier.

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Body armor shall be worn by plainclothes personnel when engaging in any pre-planned high-risk tactical operations, such as service of warrants or any operation in which the supervisor or Commander in charge orders the wearing of body armor.

**1426.3 Specific Exceptions** [CALEA 41.3.6]

Any exception to the wear requirements for personal body armor mandated by General Order must be submitted through the chain of command, and requires the approval of a Bureau Commander.

**1426.4 Personal Body Armor Maintenance**

Supervisors shall verify annually that members possess required serviceable body armor. Members receiving a safety allowance pursuant to the labor agreement shall replace any personal body armor they deem to be unfit due to wear and tear and/or the manufacturer's prescribed service life for the body armor.

Personal body armor that has been hit by an object capable of damaging the ballistic panel, or is involved in a motor vehicle collision where the panels may have sustained damage, will be replaced at Department expense, if that damage was sustained in the course of duty. Such instances will be reported via Personnel Report through the member's chain of command for review and authorization of the replacement purchase.

**1427 Saluting of Flags**

**1427.1 Prescribed Hand Salute**

Members shall, when circumstances warrant, render full honors to the National Colors and Anthem, whether in or out of uniform.

- Members in uniform and wearing the eight-point hat shall render a military style salute with the hand to the hat brim.
- Members in uniform but without the eight-point hat, and members not in uniform, shall render a salute by placing their right hand over their heart.

**1427.2 Saluting During the National Anthem**

When the National Anthem is played at any ceremony, officers in full uniform including headgear, shall assume the position of attention, face the National Colors, if present, and render the prescribed hand salute. If there are no National Colors present, they shall face the band and render the salute. All members of the Department not in uniform or while in uniform but not wearing headgear shall render the courtesies customarily accorded in non-sworn dress.



### **1427.3 Saluting During Flag Ceremonies**

During flag ceremonies involving the United States flag, officers present and in uniform shall render the prescribed hand salute.

### **1427.4 Saluting at a Parade**

A uniformed officer at a parade need salute only the massed National Colors at the head of the parade (see *General Order 1427.1 for the appropriate method of salute*). When the flag is six paces from the officer, it shall be faced and rendered a hand salute until the flag is six paces beyond the officer. Other groups of colors that follow may be saluted at the officer's discretion.

## **1428 Dress Uniform**

A dress uniform shall be obtained by all Commanders, and may be obtained by other sworn members. The dress uniform is reserved for formal occasions as appropriate and, in general, is limited to such functions as police funerals, memorial services and ceremonial events (graduations, awards presentations, etc.) or as otherwise directed by the Chief of Police. Standards for the dress uniform are to be found in the *Dress and Personal Appearance Manual*.

## **1429 Knife Policy [CALEA 41.3.4]**

The carrying of knives is authorized for use as a rescue or utility tool in such situations as cutting bindings from a bound victim, suicidal subject, or cutting seatbelts at accident scenes. The tool may also be used as utility tool, i.e. prying objects, moving or probing evidence, and cutting fingerprint or evidence tape. This tool is an optional piece of equipment.

### **Authorized Knives Must:**

- Have a folding blade.
- Have a maximum blade length of 4 inches.
- Have a blade that locks when opened, i.e. liner lock or internal tang lock.
- Be one or twohand opening.
- Be inspected monthly with the approved inspection checklist.

### **Carrying Method**

Authorized knives shall be carried in the one of the following ways:

- In a pocket using a side clip or pocket clip (only the clip and not the knife shall be visible).
- Completely concealed.

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- Secured on the belt in a holder with a strap or cover.

The SWAT Commander may authorize deviation from the authorized knives and carrying methods described for SWAT/Bomb callout and training. However, SWAT and Bomb members, while in uniform, shall adhere to this policy.

**Prohibited Uses**

- A folding knife shall never be used to remove flex cuffs from a handcuffed prisoner.
- Except in unusual circumstances, a knife shall not be used as a weapon.

**1430 CONTROL AND INSPECTION OF DEPARTMENT PROPERTY**

**1431 Replacement** [CALEA 17.5.2]

If any uniform or equipment item is lost, damaged, shows excessive wear or becomes shabby, the member responsible for the item shall see to its appropriate repair or replacement as soon as possible.

When a member requests replacement of an issued piece of equipment or uniform article due to damage or wear, the member's immediate supervisor shall inspect the item and then approve or disapprove the request for issue.

If a request is approved, the requesting member shall present a completed TPD Form 1681 (*Uniform/Equipment Replacement Authorization*) to the supply custodian for issuance of the requested item.

When the replaced equipment is a firearm, the member must qualify with the replaced firearm prior to returning to duty. This replacement and qualification shall be coordinated through the Department Armorer or designee.

**1432 Security of Department Uniform Items and Equipment**

**1432.1 General**

Members are responsible for the security of uniform equipment including items of clothing, helmet, 8-point hat with badge, leather, and firearm. These items fit into lockers and, if left at a police facility, are considered secured only in a locked locker.

All other Department issued equipment (i.e., manuals, batons, etc.) assigned to a member shall be considered secure in those areas of the Department that have restricted access, that is, access by key only. Items lost from these areas will be replaced by the Department provided there was not a violation of *General Orders* reference the care and handling of Department property.

These policies relate only to Department equipment kept at a police facility and shall not be viewed as limiting the member's prerogative to secure equipment at his or her residence.



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The standard of due care and caution in the handling of such equipment shall remain in effect.

**1432.2 Loss of Uniform or Equipment**

If a member fails to exercise reasonable care and caution to safeguard Department firearms or equipment specifically identifiable as the property of the Tucson Police Department (e.g., badge, identification card, etc.), the member may be subject to discipline. If the lost item, other than a firearm, is not identifiable as a police item, the member responsible for the loss will not generally be subject to discipline, although reimbursement may be required (See *General Orders* 1432.3.)

**1432.3 Replacement Expenses**

Members found to have contributed to the loss of or damage to any weapon or other Department property through a deliberate act or negligence may, in addition to or in lieu of any discipline or corrective action, be required or offered the opportunity to replace the item or reimburse the City for repair or replacement of the item in an amount determined by the Administrative Support Division. Reimbursement shall not be sought in cases of vehicle damage resulting from a collision.